

*State of Washington
Department of Transportation
Notice to Consultants
Puget Sound Gateway Program
Program Management Services*

The Washington State Department of Transportation (WSDOT) solicits interest from consultants who wish to be evaluated and considered to provide Program Management Services for the Puget Sound Gateway Program. One (1) agreement may be awarded. The agreement will be for approximately eleven (11) years in duration with the option for WSDOT to extend it for additional time and money if necessary. The Agreement amount will be approximately \$15,000,000.00.

WSDOT reserves the right to amend terms of this “Request for Qualifications” (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

Project Description

The Puget Sound Gateway Program provides the missing highway network segments of SR 167 in North Pierce County and SR 509 in South King County that link the state’s largest ports to distribution and industrial centers in the Central Puget Sound region and to Eastern Washington. It provides connectivity to the new southern access to Seattle-Tacoma International Airport for both passengers and air cargo. It also supports local community and economic development with improved linkages between the manufacturing/industrial centers and urban centers of Seattle/Duwamish, Burien, SeaTac, Kent, Federal Way, Auburn, Sumner (proposed), Tacoma/Port of Tacoma, Puyallup and Frederickson.

Gateway North Project (SR 509)

SR 509 will provide a better connection between the Port of Seattle and the Green River Valley for freight, connectivity to a new southern access to Sea-Tac International Airport, and linkages to centers. This project will extend SR 509 2.5 miles southward, and is intended to connect with I-5 with new access connections into the Green River Valley. The new alignment is expected to ease congestion, improve freight mobility, improve access to and from Sea-Tac Airport, increase safety and lower travel times. The project will need to consider phasing:

- Phase 1 - Builds SR 509 connectivity from existing SR 509 to I-5, auxiliary capacity on I-5 to Federal Way, and access to land use in the city of SeaTac and into the Green River Valley (231st);
- Phase 2 - May require additional capacity and or interchange improvements to SR 509, I-5 and SR 516.

Gateway South Project (SR 167)

SR 167 will provide a better connection between the Port of Tacoma and the Puyallup/White River Valley for freight and linkages to centers. This project will extend SR 167 four miles westward, is intended to connect with I-5, and continues as the SR 509 Spur to connect with SR 509 near the Port of Tacoma. Five interchanges are planned along the new six miles of highway at SR 509, 54th

Avenue, I-5, Valley Avenue, and SR 161. The new alignment is expected to ease congestion, improve freight mobility, increase safety and lower travel times. The project will need to consider phasing:

- Phase 1 - Builds SR 167 connectivity from existing SR 167 to I-5, connectivity of SR 509 to I-5, and access to land use in the city of Fife;
- Phase 2 - May require additional capacity and or interchange improvements at I-5 and Valley Avenue.

Program Organizational Structure

A Program Management Office (PMO) structure will be established to provide strategic program oversight. The PMO will work both in oversight and collaboratively with the Gateway North and Gateway South project teams. These project teams will provide tactical engineering and real estate delivery services with joint state force and consultant teams (under separate agreements). These project teams will as well provide tactical engineering and management of multiple design-build contracts, as well as ancillary design-bid-build contracts.

The Program Management Consultant will assist WSDOT in the continual development of the Puget Sound Gateway Program by providing PMO services based on work started under the Puget Sound Gateway Project report of September 2013, and will support the Gateway program through completion, based on state, local, toll, and anticipated future federal funding. The Gateway project report can be found at the following web address: <http://www.wsdot.wa.gov/Projects/Gateway/>

The Program Management Consultant shall assist WSDOT in the function of a PMO including but not limited to strategic planning, program management, project controls, government relations, communications, technical coordination and consistency, quality assurance and quality control, and grants and agreements. A Success Management Workshop was held in February, 2016 to assist in establishing the framework for the Gateway Program and important next steps. The link to the workshop summary may be found on the first page of this advertisement web site.

Over the past two decades WSDOT has made ongoing efforts to complete both the SR 509 and SR 167 projects by obtaining environmental approval, acquiring right of way, working on preliminary design and providing advanced environmental mitigation. The SR 509 Record of Decision was issued in 2003 and the SR 167 Record of Decision was issued in 2007. In 2010 toll feasibility studies were completed for both projects. A SR 509 Extension Phasing Plan was completed in 2012. In the fall of 2012, the Legislature provided preliminary engineering funds to continue updating the design, and complete NEPA re-evaluation and tolling financial analysis for the project. In addition, the legislature provided some Right of Way funds for the continuation of property management and Right of Way acquisition. In 2013 a comprehensive toll study was completed for SR 167. A Puget Sound Gateway Funding and Phasing Study was completed in 2013. Specifically, the Puget Sound Gateway Project study:

- Developed a program approach that efficiently integrates the SR 167 and SR 509 completion projects, along with I-5 express toll lanes;
- Built stakeholder support by identifying a phased approach that met regional and statewide priorities and needs;

- Included national and local experts who developed phasing concepts, cost estimates, project delivery and financing strategies; and
- Created an implementation plan to guide the Gateway project forward.

In 2015 the Washington State Legislature passed a new statewide transportation funding package of \$16 billion over a 16 year period. The Puget Sound Gateway Program is funded over that 16-year timeline. Total funding authorization for the program in the Connecting Washington Account is \$1.87 billion, which assumes \$310 million of local contributions and toll financing. The transportation funding package for the Gateway Program included SR 167 and SR 509, but did not include the I-5 express lanes elements from the Gateway Project study.

The budget proviso from Engrossed Substitute Senate Bill 5988 (2015) states:

In making budget allocations to the Puget Sound project, the department shall implement the project's construction as a single corridor investment. The department shall develop coordinated corridor construction and implementation plan for state route number 167 and state route number 509 in collaboration with affected stakeholders. Specific funding allocations must be based on where and when specific project segments are ready for construction to move forward and investments can be best optimized for timely project completion. Emphasis must be placed on avoiding gaps in fund expenditures for either project.

Coordinated Consultant Services Solicitation (A + B)

WSDOT solicits interest from consultants by this RFQ for Program Management Services for the Puget Sound Gateway Program (Element A). In coordination and parallel to this solicitation, WSDOT solicits interest from consultants under a separate RFQ for SR 167 General Engineering Consultant (GEC) Services for the Puget Sound Gateway Program (Element B). Consultants may submit interests on Element A or Element B separately, or may submit interests on Element A plus Element B. Submittals shall be clear as to the consultant's interests for A, B, or A+B elements. Separate submittals should be provided for each RFQ and will be evaluated per the criteria under each RFQ. If a consultant desires to submit for A+B, this information shall be contained in the response to Element A.

WSDOT has previously selected a consultant team in 2014 for the SR 509 General Engineering Consultant (GEC) Services (hereby referred to as Element C). It is anticipated that the SR 509 GEC will continue their services. Some specific work tasks may be down-scoped from Element C and will become part of Element A with the intent to have coordinated and consistent work and work products for the Gateway Program.

Scope of Services

The Program Management Consultant will assist WSDOT with work elements which include the following:

Program Management

- Strategic Work Program - Assess and implement an efficient and cost effective delivery strategy for the Gateway Program considering anticipated funding cash flow as well possible future funding scenarios;
- Implementation Plan – Develop and obtain endorsement of the SR 167 and SR 509 Executive and Steering Committees of an Implementation Plan which will be based upon a summary of the funding and phasing of the program including definition of the program’s scope, practical design, funding scenarios, funding aging, and construction sequencing;
- Program Management Plan – Develop a joint project management plan for SR 509 and SR 167 following current WSDOT capital delivery guidelines, national best practices, and meet FHWA requirements for management plans and financial plans of major projects; and
- Program Management Office Administration – Provide management, monitoring and reporting task activities and progress of the Gateway Program.

Project Controls

- Schedule – Develop and maintain a program schedule for activities for the overall Gateway Program and for the SR 167 and SR 509 projects including but not limited to practical design, environmental re-evaluation, traffic analysis, development of preliminary engineering, right of way and access hearings, meetings and communications with stakeholders and public open houses, real estate acquisition and property management, final engineering and contract development, ad and award, construction, and close out utilizing Primavera P6;
- Budget – Develop and maintain a program budget supporting WSDOT’s capital program development and management office guidelines and national best practices;
- Scope – In cooperation with the SR 509 and SR 167 project teams, monitor and document the program scope;
- Earned Value – Consistent with national best practices, develop and monitor earned value progress of the program.
- Confidence Reporting – Provide clear, concise reporting on projects and overall program performance including regular confidence reports supporting WSDOT project control and reporting guidelines;
- Workforce and Resource Management – Provide regular workforce projections for the program for state forces and consultant support for Preliminary Engineering, Right-of-way, and Construction phases of the program;
- Change Management – Integrated with a PMO structure provide change management evaluation and monitoring for the Gateway Program; and
- Document Control – Recommend and monitor appropriate document controls for the Gateway Program.

Government Relations

- Executive Committees – Collaboratively support strategic planning, materials preparations, facilitation, media relations, and attendance along with WSDOT for stakeholder coordination meetings of elected officials and agency executives for SR 167 and SR 509 Executive Committee meetings, and for joint SR 167/SR 509 meetings;

- Steering Committees – Collaboratively support strategic planning, materials preparations, and attendance along with WSDOT for stakeholder coordination meetings of senior staff from local, regional, state and federal jurisdictions, agencies and identified stakeholders for SR 167 and SR 509 Steering Committee meetings;
- Stakeholder and Support Coalition Relations – Collaboratively support building and maintaining relations with stakeholders by providing clear, concise and timely information;
- Partnering Government Relations – Collaboratively support partnering agencies who are contributing resources and funding, coordinating projects, pursuing grants or other means associated with the Gateway Program; and
- Legislative Relations - Support and provide briefing materials development.

Communications

- Public Communications - Planning and counsel for Gateway program development, project design, environmental, and construction;
- Community Relations – Support and provide briefing materials development; and
- Open Houses and Hearings - Conduct public open houses and support project hearings which include materials and public notifications.

Technical Coordination and Consistency

- Provide expertise as needed for technical coordination, processes and consistency efforts associated with the SR 167 and SR 509 projects within the Gateway program which include the following:
 - Practical Design
 - Environmental
 - CEVP
 - D-B and D-B-B Contracting
 - D-B and D-B-B Construction Management
 - Travel Demand Forecasting/Traffic Analysis
 - Traffic and Revenue for Toll Analysis
 - Right of Way
 - Quality Control/Quality Assurance

Note: WSDOT has an in-place ongoing statewide consulting agreement for Tolling Traffic and Revenue Reports. WSDOT is not seeking development of Traffic and Revenue work under this RFQ solicitation, but technical coordination, processes and consistency of work efforts in consideration of tolling application to SR 509 and SR 167.

Grants and Agreements

- Grants – Develop strategies for pursuing federal, state and regional grants for funding and support writing grant proposals; and
- Agreements – Develop strategies for and support writing of agreements for funding, services, and understandings with governmental jurisdictions and agencies.

The Program Management Consultant may be responsible to provide future office space that is located in such a way to provide collaborative and efficient communication and decision making. It is

anticipated that the PMO, SR 509 GEC, SR 167 GEC and WSDOT may eventually be co-located, however it will not be cost effective during the initial period out to 2017 and the mid-term period out to 2019. For these first two phases of the program it is anticipated that the SR 509 project team will be located in Seattle and the SR 167 project team will be located in Tumwater. WSDOT will be flexible during these first phases to ensure there is adequate budget to address immediate priorities.

Note: The following contracting “firewalls” apply to this project, and have been developed to prevent conflict of interest and retain a level playing field for future prospective Design-Build bidders:

1. The Program Management Consultant cannot participate in SR 509 Design-Build (D-B) contracts nor the SR 167 Design-Build (D-B) contracts;
2. Program Management Consultant subs may participate in D-B contracts where they can demonstrate they do not have a conflict of interest or unfair project knowledge. The burden of proof will be on the Program Management sub to demonstrate that participating in D-B contracts will not create any conflict of interest or unfair project knowledge situations; and
3. Parent and subsidiary companies participating in Program Management Consultant Joint Ventures (JV) are precluded from D-B contracts.

The successful Consultant will receive an On-Call Task Order Master Agreement. Individual tasks will be negotiated as stand-alone assignments terminating when the task budget is exhausted or the task time frame has expired.

MSVWBE Participation

WSDOT has a voluntary Minority, Small, Veteran and Women owned Business Enterprise (MSVWBE) goal on projects over \$250,000.00 funded with State only dollars.

This project is funded with State Funds Only and will have a voluntary goal of:

- MSVWBE Goal – 26% of the total Agreement amount; (see attached “[Voluntary MSVWBE Participation Specification](#)” requirements.)

WSDOT encourages disadvantaged, small, minority, veteran and women-owned consultant firms to respond to this RFQ.

Evaluation Criteria

Pursuant to state and Federal regulations, a qualifications-based selection process will be used to select consultants for each of these areas of expertise. The following information and criteria will be used to evaluate and rank responses:

1. Qualifications/Expertise of Firms on Team;
2. Qualifications of Proposed Project Manager;
3. Key Team Members Qualifications (Prime Consultant and Sub-Consultants);
4. Program Management Approach and Technical Expertise;
5. Program Management System; and
6. References/Past Performances (Prime Consultant Only.)

The link to the definitions and point value for each of the proposed criteria may be found on the first page of this advertisement web site.

WSDOT reserves the right to ask for additional qualifying information, conduct interviews and/or select the highest scoring consultant(s) from the written qualification packets received as a result of this RFQ. When interviews are conducted, all qualified consultants will go into the interviews unranked and final selection will be made solely on the interview.

Note: It is imperative that the consultant reviews the definitions of the scoring criteria. We have included requirements and/or limitations for the information that is being requested. All scoring criteria will be rated against all scoring criteria as noted in the Criteria Definitions.

Submittals

Consultants are invited to submit their Statement of Qualifications (SOQ) at their own cost. WSDOT assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. The submittal must be submitted as separate Adobe Reader compatible (pdf) files and formatted as follows:

- Submitted as an 8.5" x 11" sheet, single sided only, and with text (font) size no smaller than 12 points; and
- If charts and/or graphs are utilized text (font) size must be no smaller than 8 points.

Your SOQ must be broken into two (2) separate packets. Your SOQ "Packet A" must consist of:

- Your responses to scoring Criteria 1 through 5; and
- Packet "A" is limited to 30 pages, single sided only, not including the front and back cover. Consultants who are submitting for both the Program Management Consultant Services (Element A) and the SR 167 Completion General Engineering Consultant (GEC) Services (Element B) are allowed 5 additional pages for a total of 35 pages.

Your SOQ "Packet B" must consist of:

- Your letter of transmittal;
- Your response to scoring criteria 6 (Performance Evaluations must be included in this packet);
- Your Consultant Information forms for both the Prime Consultant and all proposed Sub-Consultants; and
- Packet "B" has no page number limitations.

The SOQ shall meet the following requirements or may be deemed non-responsive and will not be eligible for consideration of this work:

- Title of the RFQ and your firm clearly identified on the cover of the submittal Packets "A" and "B", and the letter of transmittal;
- SOQ broken into "Packet A" and "Packet B" (two (2) separate documents) as indicated above;

- Responsive to all evaluation criteria;
- Meeting page limitations and font size requirements; and
- Meeting submittal deadline submission date and time.

Faxed submittals will not be accepted. Submittals must arrive at the following email address no later than 4:00 p.m. PST on Thursday, April 21, 2016.

Submittal email address: CSOSubmittals@wsdot.wa.gov

Note: Submitters may want to consider setting your email to automatically receive a “Delivery/Read Receipt” for confirmation purposes, as WSDOT will not respond with notification of receipt.

Multiple emails are acceptable due to file size limitations of 10mb per email.

The Consultant, with regard to the work performed during the resulting agreement, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of sub-consultants, including procurement of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR Section 21.

The agreement for services is subject to provisions of Executive Order 11246 (Affirmative Action to Ensure Equal Employment Opportunity) and to the provisions of the Department of Transportation Regulations 49 CFR 26 (Disadvantaged Business Enterprise.)

Debriefing Procedures

A. Debrief Conferences

CSO offers, if requested, a debrief to all unsuccessful proposers. The request must be submitted in writing, with 3 business days of official notification of an unsuccessful proposal. The request shall be sent to WSDOTCSO@wsdot.wa.gov.

B. Debrief Protests

All debrief protests must be submitted in writing, within 5 business days of the debrief conference. The request shall be sent to WSDOTCSO@wsdot.wa.gov.

Protest Procedures

A. Form and Substance

All protests regarding any contents or portion of this RFQ must be submitted to WSDOT Headquarters Consultant Services Office (CSO) as soon as possible after the Proposer/protestant becomes aware of the reason(s) for the protest. All protests must be in writing and signed by the Proposer/protestant or an authorized agent. Such writing must state all facts and arguments on which the Proposer/protestant is relying as the basis for its action. Such Proposer/protestant shall also attach, or supply on demand by CSO, any relevant exhibits referenced in the writing. Copies of all protests and exhibits shall be mailed or delivered by the Proposer/protestant to the Proposer against whom the protest is made (if any) at the same time such protest and exhibits are submitted to CSO. All protests shall be directed to:

Manager, Consultant Services Office
Washington State Department of Transportation
310 Maple Park Avenue SE
PO Box 47323
Olympia, WA 98504-7323
Phone: 360-705-7106
Fax: 360-705-6838

B. Pre-Selection Protests

To allow sufficient response time, all pre-selection protests (i.e., prior to CSO's official selection of the successful proposal(s)) must be received by CSO no later than 3:00 p.m. PST of the second business day after the Final Proposal Due Date. If the protest is mailed after the Final Proposal Due Date, and before the pre-selection protest deadline, the Proposer/protestant shall immediately notify CSO's Manager by telephone, or some other means of rapid communication, that a protest has been made.

CSO shall consider all the facts available to it, and issue a decision in writing within five (5) business days after receipt of the protest, unless more time is needed. The Proposer/protestant and the Proposer(s) against whom the protest is made will be notified if a longer time is necessary and, if the additional time required affects the Final Proposal Due Date or the selection date, all Proposers shall be notified.

CSO's decision shall be final and conclusive. Selection of the successful Proposer, if any, will be postponed until after CSO has issued its decision.

C. Post-Selection Protests

CSO shall notify all unsuccessful Proposers of CSO's selection decision. To allow sufficient response time, all post-selection protests must be received by CSO no later than 3:00 p.m. PST of the second business day after receipt of a Non-Selection Notice. If the protest is mailed before the post selection protest deadline, the Proposer/protestant shall immediately notify CSO's Manager by telephone, or some other means of rapid communication, that a protest has been made.

CSO shall consider all the facts available to it, and issue a decision in writing within five (5) business days after receipt of the protest, unless more time is needed. The Proposer/protestant and the Proposer(s) against whom the protest is made will be notified if a longer time is necessary and, if the additional time required affects the Award Date, all Proposers will be notified.

CSO's decision shall be conclusive unless appeal from it is taken by an aggrieved firm to the Superior Court of Thurston County within five (5) calendar days after receiving notice of CSO's decision on the protest. The court shall hear any such appeal on CSO's administrative record for the project. The court may affirm CSO's decision, or it may reverse the decision if it determines the action of CSO was arbitrary and capricious.

Post-selection protests which do not comply with the above-specified procedures will not be considered.

D. Post-Debrief Protests

To allow sufficient response time, all post-debrief protests must be received by CSO no later than 3:00 p.m. PST of the second (2nd) business day following the debrief. If the protest is mailed before the Post-Debrief protest deadline, the Proposer/protestant shall immediately notify CSO's Manager by telephone, or some other means of rapid communication, that a protest has been made.

CSO shall consider all the facts available to it, and issue a decision in writing within five (5) business days after receipt of the protest, unless more time is needed. The Proposer/protestant and the Proposer(s) against whom the protest is made will be notified if a longer time is necessary and, if the additional time required affects the Final Proposal Due Date or the selection date, all Proposers shall be notified.

CSO's decision shall be final and conclusive. Selection of the successful Proposer, if any, will be postponed until after CSO has issued its decision

System for Award Management (SAM) Excluded Parties Records

- A. Per federal regulations, CSO is required to ensure, to the best of its knowledge and belief, that none of the principals, affiliates, third party Contractors and subcontractors are suspended, debarred, ineligible or voluntarily excluded from participation in federally assisted transactions or procurements. Federal regulations require CSO to review records of excluded parties in the federal System for Award Management (SAM) before entering into any third party Contracts exceeding \$25,000.00.
- B. Prior to award of a federally funded Contract, CSO will search the SAM system to ensure that excluded parties do not participate in covered transactions. A copy of the SAM search page evidencing such search will be retained in the Contract file.
- C. To learn more about the federal SAM, go to www.sam.gov/portal/public/SAM/.

Public Records

The SOQ's received as a result of this RFQ and the resulting score sheets will be posted to CSOs web page following resolution of any Post-Debrief protests.

To the extent consistent with chapter 42.56 RCW, the Public Disclosure Act, WSDOT shall maintain the confidentiality of Consultant's information marked confidential or proprietary. If a request is made to view Consultant's proprietary information, WSDOT will notify Consultant of the request and of the date that the records will be released to the requester unless Consultant obtains a court order enjoining that disclosure. If Consultant fails to obtain the court order enjoining disclosure, WSDOT will release the requested information on the date specified.

WSDOT's sole responsibility shall be limited to maintaining the above data in a secure area and to notify Consultant of any request(s) for disclosure for so long as WSDOT retains Consultant's information in WSDOT records per state law. Failure to so label such materials or failure to timely respond after notice of request for public disclosure has been given shall be deemed a waiver by Consultant of any claim that such materials are exempt from disclosure. WSDOT reserves the right, if it deems action to be in the best interest of WSDOT, to reject any and all submittals or to waive any

irregularities or informalities therein. Any incomplete, false or misleading information provided by or through the Consultant shall be grounds for non-consideration. If submittals are rejected, WSDOT further reserves the right to investigate and negotiate with the next ranked Consultant in order of ranking or to reject all Consultants and re-solicit for additional firms.

Any questions regarding this RFQ should be directed to WSDOT's Headquarters Consultant Services Office at 360-705-7104.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the WSDOT Diversity/ADA Affairs team at wsdotada@wsdot.wa.gov or by calling toll free 1-800-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.

Title VI Statement to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by the Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities. Any person, who believes his /her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equal Opportunity (OEO). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OEO's Title VI Coordinators: Eastern Washington at 509-324-6018; or Western Washington at 360-705-7082.

Dates of publication in the Seattle Daily Journal of Commerce: Thursday, March 24, 2016 and Thursday, March 31, 2016.

Submittal Due Date and Time: 4:00 p.m. PST on Thursday, April 21, 2016.